



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	124	Manual Of Standards For Children'S Shelter Facilities And Homes	9/12/2008
Subchapter:	4	Program Requirements	
Section	13	Mail and telephone communications (N.J.A.C. 10:124-4.13)	

§10:124-4.13 Mail and telephone communications

(a) There shall be no restriction on the amount of mail a child at the shelter facility or home is permitted to send or receive.

(b) Incoming and outgoing mail for or from any child at the shelter facility or home shall not be withheld or read by any shelter facility staff member or shelter home parent.

(c) A shelter facility staff member may open parcels and letters only if s/he suspects that the contents contain contraband and then only in the presence of the child sending or receiving the parcel or letter and another staff member. A record shall be maintained in the child's file documenting the specific reason why such mail was opened and the results. The record shall be dated and signed by the shelter facility administrator or his/her designate.

(d) Each child in the shelter facility or home shall receive a reasonable postage allowance and writing materials for correspondence.

(e) A telephone shall be made available for use by the children in the shelter facility or home.

(f) Each child in a shelter facility or home shall be permitted to make and receive a reasonable number of telephone calls.

(g) Telephone calls made or received by a child shall not be monitored.